

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

January 8, 2021

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, January 22, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
https://admin.sc.gov/real_property/forms

Sincerely,
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE SOUTH CAROLINA DEPARTMENT OF CHILDREN'S ADVOCACY
OFFICE SPACE IN RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named) and must complete Disclosure Form.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – South Carolina Department of Children's Advocacy- Continuum of Care

- Location: Richland County, centrally located with easy accessibility
- Expected occupancy date: as soon as possible
- Total space needed is approximately 2,975 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 1 private office of approximately 180 square feet
 - 2 private offices of approximately 120 square feet each
 - 1 workstation of approximately 48 square feet (to be provided by landlord)
 - 10 small workstations of approximately 25 square feet each (to be provided by landlord)
 - 1 medium size reception area to accommodate seating for 4-6 people of approximately 100 square feet
 - 1 beverage alcove of approximately 24 square feet with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave
 - 1 break area of approximately 200 square feet to accommodate seating for approximately eight people at one time
 - 1 copy/print/mail/supply room with dedicated floor mounted printer and storage and mail slots of approximately 200 square feet
 - 1 medium open storage area of approximately 180 square feet
 - 1 large conference room of approximately 350 square feet
 - 2 interview rooms of approximately 150 square feet each
 - 1 secure records storage room of approximately 200 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Availability of exterior signage



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 19 parking spaces are desired, 14 of which should be reserved parking spaces, including 2 handicapped spaces. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 3, 4, or 5-year term (5-year term preferred)
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Provided janitorial services must meet DHEC's guidelines, including EPA approved cleaning products to clean and disinfect facilities against COVID-19.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
https://admin.sc.gov/real_property/forms **or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, January 22, 2021.**
- All proposals must be in writing and must be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the Department of Children's Advocacy. Direct contact can be cause for automatic disqualification.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
PHONE: 803-737-0644 or 803-737-1617
EMAIL: RPS@admin.sc.gov

